

VACANCY ANNOUNCEMENT

COURT SERVICES AND OFFENDER SUPERVISION AGENCY

D.C. PRETRIAL SERVICES AGENCY

Announcement Number: 05-03(DEU)

Opening Date: November 19, 2004

Closing Date: December 6, 2004

Area of Consideration: Open to All Sources

Job Title, Series, and Grade: Pretrial Services Officer (Diagnostic), GS-0101-5/7/9

Full Performance Level: GS-12

Salary: GS-5: \$34,041 - \$42,325

GS-7: \$38,742 - \$48,996

GS-9: \$43,209 - \$55,754

A candidate appointed at GS-5, GS-7 or GS-9 may be promoted up to the GS-12 level without further competition.

RELOCATION EXPENSES ARE NOT AUTHORIZED.

Location: Court Services Branch
D.C. Pretrial Services Agency

Hours: The incumbent of this position may be required to work in shifts or at unusual hours, including nights, weekends and holidays.

Maximum Entry Age: This position is covered under the special provisions for law enforcement retirement. By law, applicants for such law enforcement positions must be between 21 and 37 years old to be considered for *initial* appointment (that is, first appointment to a federal law enforcement position). The maximum age for entry on duty in a law enforcement covered position is the date immediately preceding the applicant's 37th birthday. Maximum age limitations may not be waived for any applicant, including those entitled to veterans' preference.

Applicants must provide date of birth.

Summary of Primary Duties and Responsibilities:

The incumbent of this position serves as a Pretrial Services Officer in the Branch.
He/she:

1. Gathers and verifies biographical and other background information on persons charged with violations of criminal codes.
2. Interviews defendants, their families and community members.
3. Researches relevant law enforcement automated systems to investigate defendant's criminal justice history and offender status.
4. Evaluates defendants for possible drug or alcohol abuse, medical conditions or other circumstances that may affect decisions on release.
5. Analyzes information and prepares a bail report with release recommendations.
6. Attends Bail (Presentment or Arraignment) Hearings and other proceedings and testifies when necessary explaining PSA program policy and defending recommendations.
7. Documents and maintains detailed records of case activity in accordance with court requirements and PSA policy and procedures.
8. Updates relevant automated systems to reflect interview and assessment data and to record court action.
9. Prepares regular and special reports for the court, attorneys or other authorized officials.
10. Performs other duties as assigned.

Employees at the GS-12 level perform the full range of duties described above. Employees hired at lower grades have an appropriate adjustment made in duties, complexity and level of supervision and responsibility.

Qualification Requirements:

1. Basic professional requirements:

For GS-5:

- A. Four year degree in criminal justice, sociology, psychology, social work or a related field; or
 - B. A combination of 24 semester hours, or equivalent, in a related field plus experience that provided knowledge skills and abilities sufficient to perform progressively responsible work in the occupation; or
 - C. Experience that provided knowledge, skills and abilities equivalent to those gained through a 4-year degree.
- (NOTE: Candidates who qualify on the basis of B or C above must demonstrate a total of 3 years of directly related experience or education. Qualifying education

is counted toward this requirement at a rate of 30 semester hours, or equivalent, for a year of experience.)

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2. Applicants must possess **BOTH** the basic professional requirements **AND**

For GS-7:

- A. One year of specialized experience gathering, interviewing, researching, and documenting background information on persons charged with violations of criminal codes comparable in difficulty and responsibility to the GS-5 level; **or**
- B. One year graduate level education; **or**
- C. Superior Academic Achievement (S.A.A.) is based on (1) class standing, (2) grade point average, or (3) honor society membership.
 - 1. **Class Standing** – applicants must be in the upper third of the grading class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses; **or**
 - 2. **Grade Point Average** – applicants must have a grade-point average of:
 - a. 3.0 or higher out of a possible 4.0 (“B” or better) computed on 4 years of education, or based on courses completed during the final 2 years of the curriculum; **or**
 - b. 3.5 or higher out of a possible 4.0 (“B+” or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
 - 3. **Honor Society** – applicant can be considered eligible based on membership in one of the national scholastic honor societies.

For GS-9:

- A. One year of specialized experience gathering, interviewing, researching, evaluating, analyzing and documenting background information on persons comparable in difficulty and responsibility to the GS-7 level; **or**
- B. A master’s degree or 2 full years of progressively higher level graduate education in criminal justice, sociology, psychology, social work or a related field.

Evaluation Method:

Applicants will be evaluated on the extent and quality of their experiences, education and training, job-related awards and supervisory appraisal of performance. If applicants meet the basic qualification requirements, their application/resume will be evaluated against the knowledge, skills and abilities required for this position. Category rating will be used to evaluate applicants using three categories (Best Qualified, Well Qualified, and

Qualified) to determine which applicants will be referred to the selecting official for final consideration.

To receive full consideration, applicants should address each of the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities Required:

1. Knowledge of investigation and supervision techniques applied in a criminal justice environment and experience in criminal justice case management and supervision.
2. Ability to interact with defendants from various backgrounds, their families and others in the community to obtain and verify information and ability to gain the confidence of the defendant.
3. Knowledge of pretrial service legal requirements, confidentiality rules, policies and procedures and skill in applying relevant statutes and regulations.
4. Skill in written and verbal communication with persons such as judicial officers, attorneys and law enforcement personnel and in preparation of documents for submission to the court.
5. Ability to evaluate the defendant's need for treatment or other external services and to coordinate and evaluate the defendant's use of these resources.

About PSA:

The D.C. Pretrial Services Agency (PSA) is an independent entity in the Court Services and Offender Supervision Agency in the federal executive branch of the United States government. PSA is responsible for the investigation and supervision of persons arrested and released into the community pending disposition of their cases in the D.C. Superior Court and U.S. District Court for the District of Columbia. PSA is committed to honoring the constitutional presumption of innocence and enhancing public safety. Its mission is to 1) formulate recommendations that promote the use of least restrictive nonfinancial pretrial release and 2) provide effective community supervision for defendants to ensure court appearance, promote public safety, and address social issues that contribute to crime.

How to Apply:

Interested applicants may submit:

- (1) A resume or application form (Standard Form 171 or Optional Application for Federal Employment OF-612) or any other written format you choose to describe your job-related qualifications. Your submission must include the information cited in the Office of Personnel Management's (OPM) brochure, "Applying For A Federal Job"(OF-510). A copy of the OF-510 and OF-612 can be obtained through the USAJOBS website at [http:// www.usajobs.opm.gov/b.htm](http://www.usajobs.opm.gov/b.htm) or by requesting the forms through OPM's self-service phone system at (478) 757-3000

or TDD (478) 744-2299. Please include a copy of any transcript(s) of college courses. Indicate the lowest grade you will accept and provide salary information with each position described on the application.

Candidates currently or previously employed with the Federal Government must submit:

(2) A copy of their most recent Notification of Personnel Action (SF-50)

(3) A copy of their most recent performance evaluation.

If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice, a "Notice of Personnel Action" (SF-50) documenting separation, an agency certification that you cannot be placed after injury compensation has been terminated, an OPM notification that your disability annuity has been terminated, **OR** a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. Section 833(h) or Section 8456.

Conditions of employment:

Male applicants born after December 31, 1959, who are at least 18 years of age must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

All applicants are subject to a comprehensive criminal background investigation, and required to submit to urinalysis to screen for illegal drug use prior to appointment and may be subject to random drug testing after selection.

All Federal employees are required to have Federal salary payments made by direct deposit to a financial institution of their choosing.

U.S. citizenship is required.

Initial appointment will require completion of a one-year probationary period.

Reasonable Accommodation: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Veterans' Preference: If you are claiming 5 Point Veterans' Preference, please submit your DD-214, Certificate of Release or Discharge from Active Duty. If you are claiming 10 Point Veterans' Preference, you will need to submit Standard Form 15, Application for 10-Point Veterans' Preference, and the accompanying documentation required to demonstrate the basis for the preference. The SF-15 is available from any Federal personnel office or on the OPM website at www.opm.gov/forms.

Submit your application package to:

D.C. Pretrial Services Agency
Office of Human Resources
633 Indiana Avenue, NW—Suite 1170
Washington, DC 20004-2903
Or Fax to: (202) 220-5633
Or Email to: PSAJobs@csosa.gov

Applications must arrive by the closing date of this announcement to receive consideration.

If you have questions about this vacancy announcement, please call Aden Williams, (202) 220-5752.

The Pretrial Services Agency is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

